

Article I: Name

This organization shall be known as the Case Management Section of the International Association of Rehabilitation Professionals. The name of this organization may be known as CM.

Article II: Mission & Purpose

The Mission of the CM section shall be to:

Provide professional development, continuing education, research, and networking for vocational & medical case managers who provide the coordination of care for individuals with disabilities. Case managers work with insurance carriers in short and long-term disability, employer's workers compensation cases, state, provincial & federal disability-related programs, employer's disability management programs, and as private consultants. Other groups which benefit from case management services are the elderly, veterans with disabilities and individuals with catastrophic injuries such as head trauma, spinal cord injuries, burns, and amputations or any other person with a disability who requires assistance in coordinating his or her care needs. The ultimate goal of both vocational and medical case management is to return the "client or individual with a physical, mental and/or emotional impairment" to his or her highest level of functioning in the areas of work, home-life, school, and society in general in the most efficacious, ethical and cost-effective manner.

The purpose for this organization shall be to:

- A. Promote the diverse practice specialties within rehabilitation case management;
- B. Promote advanced practice education opportunities for case managers;
- C. Promote the ongoing review and application of standards of practice for case managers; and
- D. Promote collaboration and cooperation among specialists in case management, across settings to develop ethical and quality practice.

Article III: Membership

Section I: Eligibility

- A. Membership in the CM section shall be extended to members in good standing of IARP who are involved in, or interested in, the field of case management. All IARP members may select one section free with their membership. Additional section memberships may be obtained for \$40 as of July 2, 2009.

Section II: Application

- A. Application for membership in CM shall be made through the IARP membership application processes. No application shall be made directly to or accepted by CM.

Section III: Dues

- A. Dues for sections of IARP are determined, collected, and managed by IARP. CM may not establish or collect dues without the approval of the IARP Board of Directors. CM acknowledges that dues collected by IARP do not directly come to CM. If CM seeks and obtains approval for additional dues, grants, or other income, those funds shall be managed by IARP

Section 4: Rights of Members

- A. Each member of CM shall have the right to vote on all matters put forth to the section membership.
- B. Each member shall be entitled to attend and participate in meetings convened by and for the section.
- C. Each member shall receive a copy of all regular publications that are designated as member benefits.
- D. Each member shall have the right to all member benefits of IARP.

Article IV: CM Board of Directors

Section I: Members

- A. The CM Board of Directors shall be comprised of eight members.

Section II: Roles

- A. The members of the Board shall be:
 1. Section chairperson and the CM Section Representative to, and a member of, the IARP Board of Directors: This person shall lead meetings of the CM Section Board, establish agendas for meetings of the board, facilitate all activities of the section, attend meetings of the IARP Board of Directors and participate in those meetings in accordance with IARP By-Laws and Policies and Procedures, and assume other duties as assigned.
 2. Immediate past section chairperson and immediate past CM Section Representative to the IARP Board of Directors—this person shall participate in CM Section Board meetings and act as a resource for continuity of section activities.
 3. Co-Chair—this person shall lead meetings of the CM Section Board and all other duties of the CM Section Representative in the absence of the CM Section Representative. as related to the CM Board of Directors. The co-chair will not attend IARP Board of Directors Meetings.
 4. A maximum of five (5) Members at Large – These persons shall participate in CM Board meetings and be responsible for duties as assigned.



5. The assignment of roles to each section board member shall be determined by the board members annually during a board meeting with input from the membership, as necessary. One board member may be designated as Co-chair or Chair-elect. Is this true? I thought this person is elected by the section members during the annual election of IARP and section boards?

Section III: Qualifications and Election

- A. All candidates and elected board members shall be members of CM. Candidates will be solicited within the CM membership; Candidates will be screened for qualification by the IARP Nominating Committee or, in the absence of such committee, by the CM Section Board of Directors. All qualified candidates shall be presented to the section membership, as long as each candidate follows election procedures and provides required information.
- B. Elections shall be conducted annually in accordance with procedures established through IARP. CM supports the use of mailed or electronic voting processes as deemed appropriate by IARP.

Section IV: Terms of Office

- A. Members of the CM Board of Directors are elected for terms of office of three (3) years, and may be re-elected to serve up to (6) consecutive years. The exception is the CM Section Representative to the IARP Board of Directors, which shall be elected to a two year term as set forth in the IARP Bylaws.
- B. Terms shall expire in staggered rotation so that at least one position is elected each year, and under no circumstances shall all positions be elected in the same year. The founding section board members will determine the rotation schedule for each position, and any original section board member who serves less than a three (3) year founding term will not have the partial term count toward the permitted consecutive years.
- C. Directors who fill mid-term vacancies shall not count the partial term in calculating re-election eligibility.
- D. Members who have completed the maximum consecutive terms shall be eligible to seek additional terms after completing at least one (1) year off the section board.

Section V: Duties

- A. The CM Board of Directors has the authority to assign duties to individual board members in accordance with the following principles:
 1. The board of directors acts as the policy setting body for the section, establishing goals and making recommendations for action and activities.
 2. The board of directors promotes leadership development and participation opportunities for the general membership of the section by seeking to have section members serve as committee chairpersons and committee members.
 3. The board of directors oversees the activities delegated to Section members and provides direction and approval as necessary.
 4. The members of the board of directors may serve as committee chairpersons and committee members.
 5. The board of directors may determine that certain activities and responsibilities cannot be delegated to general members and may assign those activities and responsibilities within the



board membership. This would generally apply to special ad-hoc assignments or situations where an elected leader is needed to represent the section.

6. The board of directors develops and implements plans that promote growth of the section and provides services to section members and the field of case management.
7. The board of directors will use staff resources to implement day-to-day operations in accordance with policy and action decisions of the board.
8. The board of directors must establish policies, actions, and activities within the framework of IARP By-Laws and policies. Any policies, actions, and activities with budgetary considerations must be approved within IARP procedures.

Section VI: Vacancies

- A. In the event of a vacancy on the CM Section Board of Directors, the remaining board members shall select and appoint a replacement, so long as the replacement is qualified by members in CM (do you mean qualified as a case manager or a member of the CM section?. The CM Section Board of Directors shall have the authority to re-assign roles to any and all board members in the process of filling the vacancy.

Section VII: Compensation

- A. Members of the board of directors will not receive monetary compensation for services provided as members of the board. Coverage of expenses will be in accordance of IARP policies. Any additional coverage of expenses must be authorized by the CM Board of Directors and, as needed, IARP Board of Directors.

Article V: Meetings of the CM Section

Section I: Calling Meetings

- A. Meetings shall be held as determined by the board of directors or at the written request of at least ten (10) members of the section. Notice of meetings shall be provided to all members of CM.

Section II: Location

- A. Meetings shall occur at regularly scheduled CM and/or IARP evens, such as conferences, where CM members are invited and likely to attend. Funding for other special meetings shall be authorized by IARP prior to calling such a meeting.

Article VI: Committees

Section I: Establishing Committees

- A. The board of directors determines the need for committees, establishes the charges for the committees, and appoints committee chairpersons and members. Committee members will be screened and selected based on qualifications that the board determines are appropriate for each committee. committees may be standing (on-going) or ad-hoc (temporary). The board of directors may create, dissolve or alter any committee.



Section II: Committee Authority

Committees may act within the scope of authority conveyed by the board of directors in establishing the charges for the committee. The board retains the right to approve certain decisions and processes, and will work with the committee chairperson to determine when board approval is needed. The board will refrain from micromanaging and re-working the committee activity.

Section III: Standing Committees

The following committees shall be formed, as needed, when the CM Section Board of Directors has identified a chairperson and members. Once formed, the committees shall be on-going until such time that the board of directors dissolves the Committee:

1. Standards Committee – This committee shall oversee periodic revisions of the standards of practice in accordance with procedures developed by the committee.
2. Membership: This committee shall develop strategies for membership promotion, which shall be approved by the board. This committee is not intended to manage existing members and shall refer queries from the membership regarding membership issues to the IARP office.
3. Nominating – This Committee shall seek candidates for the Board of Directors and prepare and present a slate to the CM membership. This committee shall be comprised of three (3) members, who are elected by the membership on an annual basis. No member of the nominating committee shall not seek election to the board of Directors for CM, the year during which the he or she serves on the nominating committee.

Section IV: Ad-Hoc Committees

From time to time the board of directors may determine that temporary committees shall be formed to address limited projects of tasks.

Education – Education opportunities are considered to be an important service to members. As each education opportunity that the board wishes to pursue is identified, an ad-hoc committee will be appointed for that opportunity. The board of directors will make effort to identify and develop education opportunities, either independently or through other IARP and section events or with other organizations.

Article VII: Amendments

Section I: Policies and Procedures Review

The Board of Directors will review all policies and procedures at least annually and recommend changes as needed.

Section II: Policies and Procedures Revision

CM Policies and Procedures are created by a vote of the CM Board of Directors, and may be amended by a vote of the board b by a process established by the board



Article VIII: Implementation

Section I: Policies and Procedures

- A. Implementation of these CM Policies and Procedures will take place upon approval by the CM Board of Directors and the IARP Board of Directors.
- B. At that future time, Board of Director positions will be staggered according the Policies and Procedures.
- C. Those directors on the original CM Section Board of Directors will be given the opportunity to remain on the board until the staggered election of incoming board members has been completed.

